

Resume Evaluation
Seminar October 2009

After surveying numerous resumes, these are the characteristics/qualities you described.

GOOD QUALITIES

Well organized
Bulleted
Very clear
Pretty
Variety of topics
Very informative
Has specific dates
Easy to read
Quality of activities
Interesting layout
Neat
Used underlining & bullets
Professionalism
Trend/thread of information (*Focused)
Includes contact information
Lists Advisors
Short, but not brief
Nice layout
Well spaced
Special paper*
Parallel wording
Complete
Thought out
To the point
Good descriptions
Objective clearly stated

POOR QUALITIES

Too "POW"
Lacks information
Too much information
Inappropriate information
Illegible
Lacks details
Slim ?
Looks "crushed" together
Words not in correct "column"
Confusing
Grammar errors
Improper capitalization
Improper punctuation
Lacks involvement
Spelling errors
Too personal ?
Sentences – no bullets
[click here to enter text] left on
Boasting / "too much"
Sarcastic
Not proofread for obvious errors
Topics not outlined
Non-descriptive
Back side of document *(Mr. G.)
Inaccurate information
Overstating
Poor attention to detail
Uses "I"
Distracting graphics
Double spaced*
Unnecessary information
Too much blank space
Vague/undefined words
Hard to read

The above lists were generated during two Gifted Seminar sessions in 2009, in which students described the qualities of a good resume and a poor resume. This was after reviewing multiple samples. Work toward improving your own resume by including good qualities and avoiding the not so good.